
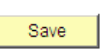





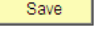


Maintain Supplier Information

Each **supplier** registering a Tax Identification Number chooses the User ID and creates the password. Please store your User ID and password for easy access. Be sure to keep your contact information up-to-date. You are responsible for your information including your NIGP codes, email address, and all other contact information.

Step #	Do This:
1	Using your password and User ID, sign in on the Bidder and Supplier Registration page. For security reasons, if you have not already changed your password, please click on Change My Password in the main menu options and follow instructions located in Register as a Supplier Quick Reference Guide.
2	Next, click on the Maintain Supplier Information menu.
3	Click on Addresses . You will see your addresses which were in the Financials Database. <ul style="list-style-type: none"> Verify the addresses. To edit any of the addresses, click the Edit button. Then to update your address, delete the information in the yellowed fields and insert updated information. Click the Save Save button and then the OK button if your added or changed any information. To delete an address, please email procurementhelp@doas.ga.gov and include your contact name, phone number, and Tax ID number. You will have to leave one address in the system. To add or update telephone information, click the drop-down arrow beneath Type and select the type of telephone number and then insert the telephone number. To add additional telephone numbers, click the Add button. To delete a telephone number, click the Delete button. Hint: It is a good business practice to add a description for each reference. Even though this is not a mandatory field, this will help you later when you want to search for a specific person or address.
4	If you did not add or change any address or telephone information, click Return to Current Address .
5	Click on Add a new Address . <ul style="list-style-type: none"> Insert the type of address (main, business, shipping, invoice) in the Description field. Click the  next to Country. Insert the first three letters of the country in the Description field and click the Look Up button. Then select the country. The address field appears. Enter the additional address information as follows: Address, City, County (optional), five-digit Postal Code, State. To add or update telephone information for the added address, click the drop-down arrow beneath Type and select the type of telephone number and then insert the telephone number. To add additional telephone numbers, click the Add button. To delete a telephone number, click the Delete button. Click the Save Save button and then the OK button.
6	Return to Maintain Supplier Information to review, update or add contacts to your company. <ul style="list-style-type: none"> Click on Contacts. You will see the contacts which were in the Financials Database. Make sure there is complete contact for you. If there is not, make sure you add a contact for yourself. Click on Add a New Contact. Add the information necessary including Description (or Job Title), Name, Email ID, and Telephone.

Step #	Do This:
	<ul style="list-style-type: none"> Click the Save  button and then the  button. You may see other contacts when you access your account. Do not delete other contacts in your company unless you are certain that they are no longer applicable. <p>Hint: <i>Contacts added will not receive a User ID or Password, but they will receive sourcing event information via email. If you don't want them to receive sourcing event emails, then designate the ROLE as one of the following: Billing Contact, Accounts Payable, Commercial Paper Contact, Line of Credit Contact, Investment Pool Contact, or Broker.</i></p>
7	<p>Return to Maintain Supplier Information to review, update or add your company's NIGP Codes. NIGP Codes are a Standard Industry Code.</p> <ul style="list-style-type: none"> Click on Maintain NIGP Codes. You will see your NIGP Codes which were in the Financials Database. Be sure to check them and add or delete as appropriate. To add an NIGP Code, click on the  button and a new row is inserted. Enter the NIGP Code if you know it or up the Look Up feature. To look up an NIGP Code click on the  button, type in the first three letters of a word that describes the goods or services provided by your business in the Description Field. Click the  button, and click the appropriate description in the Description column. To delete an NIGP Code, click the  button. Click the Save  button to save the NIGP Code information.
9	End of Procedure

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